

Sweetwater County School District No. 2

Human Resources/Personnel Office

320 Monroe Avenue
Green River, WY 82935
(307) 872-5506

Support Staff Verification of Employment

An employee must provide the name and address for each employer they have worked for.

To Whom It May Concern:

I have been employed by Sweetwater County School District No.2. My salary will be determined by my years of verified experience. Please complete Part II below and forward within five days to the Human Resources Office, Sweetwater County School District No. 2, 320 Monroe Avenue, Green River, WY 82935. I have completed Part I for your reference.

Employee Signature

Part I – Personal Data (to be completed by employee)

Name: _____
Last First Middle Maiden

Social Security # _____

School Name & Address: _____

Position(s) Held: _____

Dates of Employment: _____

Public Education _____ Private Education _____

Part II – Experience (to be completed by employer)

School/Business	Position	Dates of Employment	Duties/Responsibilities

(Please use reverse side if necessary)

Signed: _____

Position: _____

School District/Employer: _____

Date: _____

Address: _____

Phone: _____